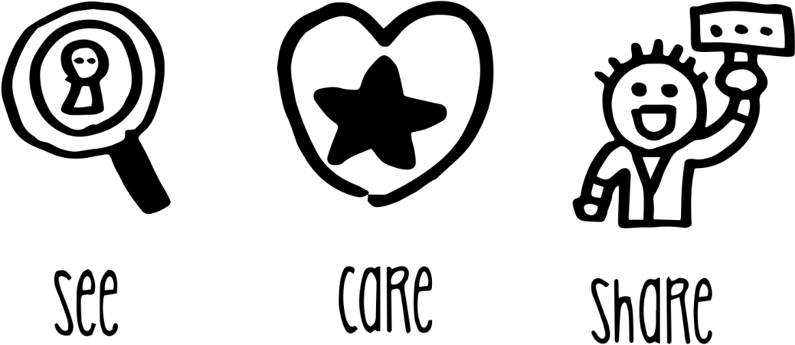
Logistics Event Pack



Unit Name:

Event Name:

Event Date:



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#### RECORD OF CATERING TASK CARDS AND RISK ASSESSMENTS

(Safe Systems of Work)

Event Name: Unit Name:

|  |  |  |
| --- | --- | --- |
| Ref | Risk Assessment Title | Tick if applicable to this site |
| Pages 4 – 8 | Safety Briefing Checklist, Safe System of Work for Logistics Teams, Infection Control and Rules of Safety | *To be used for briefing and training* |
| STCCS 46 | Cellar Operations |  |
| STCCS 54 | Storage, Handling and Use of CO2 Cylinders |  |
| STCGE 03 | Damp Mopping |  |
| STCGE 04 | Disposal of General Waste |  |
| STCSSI 15 | Electrical Safety |  |
| STCSSI 10 | Slips, Trips & Falls |  |
| STCCS 36 | Storage and Use of LPG Cylinders |  |
| STCSSI 16 | Gas Appliances |  |
| STCGE 13 | Goods Receipt and Storage |  |
| STCGE 07 | Roll Cages |  |
| STCGE 08 | Trolleys, Sack Trucks etc |  |
| STCCS 02 | Walk-in Chillers and Freezers |  |
| STCGE 09 | Use of Hand Pallet Trucks |  |
| SSISTC 12 | Manual Handling |  |
| ES04a(i) | Moving Crates of Stock around site |  |
| ES04a(ii) | Moving and Handling Kegs |  |
| ES04a(iii) | Moving and Handling CO2 Cylinders |  |
| ES04a(iv) | Receipt of Deliveries |  |
| Page 35 | Employee Record of Safety Briefing | *Sign off to be completed by all employees* |

|  |  |  |
| --- | --- | --- |
|  | SAFETY BRIEFING CHECKLIST | |
| **Please Note:**  ***This document should be amended to reflect actual practices and procedures at your site*** | | |
| **Unit Name:** | | **Date:** |
| **Event Name:** | | |
| **Briefing Information** | | |
| * **First Aid Arrangements** | You must report any accident to your supervisor / manager.  First aid facilities are available at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| * **Fire and Emergency** | Alarm sound is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Exit by nearest fire exit.Assembly point is located at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| * **Key Safety Behaviours** | **BE MINDFUL** – Always think first before you carry out a task or activity: are there any risks or hazards and is it safe to carry on. | |
| **GET INVOLVED** – Help your colleagues if they need it or if you see them in trouble. | |
| **SPEAK OUT** – If you are unsure of anything ask your manager/ supervisor or if you see any unsafe environments or working activities then let them know. | |
| * **Personal Protective Equipment (PPE)** | PPE is provided to ensure risks to your safety are minimised. Ensure you use it e.g. gloves and safety footwear and are always wearing your correct PPE when working on site. | |
| * **Manual Handling** | Ensure any manual handling tasks are within your capabilities and if you need assistance, please ask a member of the team or your supervisor/manager. Always use lifting aids where provided e.g. trolleys, sack trucks, keg barrows. | |
| * **Slips, Trips and Falls** | Ensure that any spillages are cleaned up immediately, keep walkways and working areas clear of obstructions, report any damaged floor surfaces to your supervisor/manager immediately and avoid running or rushing in your workplace. | |
| * **COSHH** | You must not use any chemicals unless you have been trained to do so. Ensure you always follow instructions and are aware of the meaning of chemical hazard symbols. | |
| * **Working with Equipment** | Only use equipment and machinery that you have been trained to do so. Never attempt to carry out any repairs or modifications to equipment. | |
| * **Burns and Scalds** | Take particular care when working with hot materials and equipment and when carrying hot food and liquids. | |
| * **Safety with Knives** | Ensure the knives you use are sharp and in good condition. Store knives safely when not in use and always select the correct knife for the task. If in doubt, ask your supervisor / manager. | |
| * **Rules of Safety** | Ensure you read the “Rules of Safety” located within this pack prior to commencing work. | |
| * **Allergens** | When transporting food, ensure that separation between food items is maintained to prevent cross-contamination of allergens from one item to another. | |
| * **Customer Service** | Deal with customers in a polite, helpful and friendly manner. Refer any queries you cannot deal with to another member of the team. If you feel threatened at any time alert your manager/ supervisor immediately and ensure you know how to raise the alarm. | |
| * **Additional Information** | Ensure all logistics teams are also briefed on the safe systems of work on the following 2 pages and all relevant Task Cards and Risk Assessments. | |

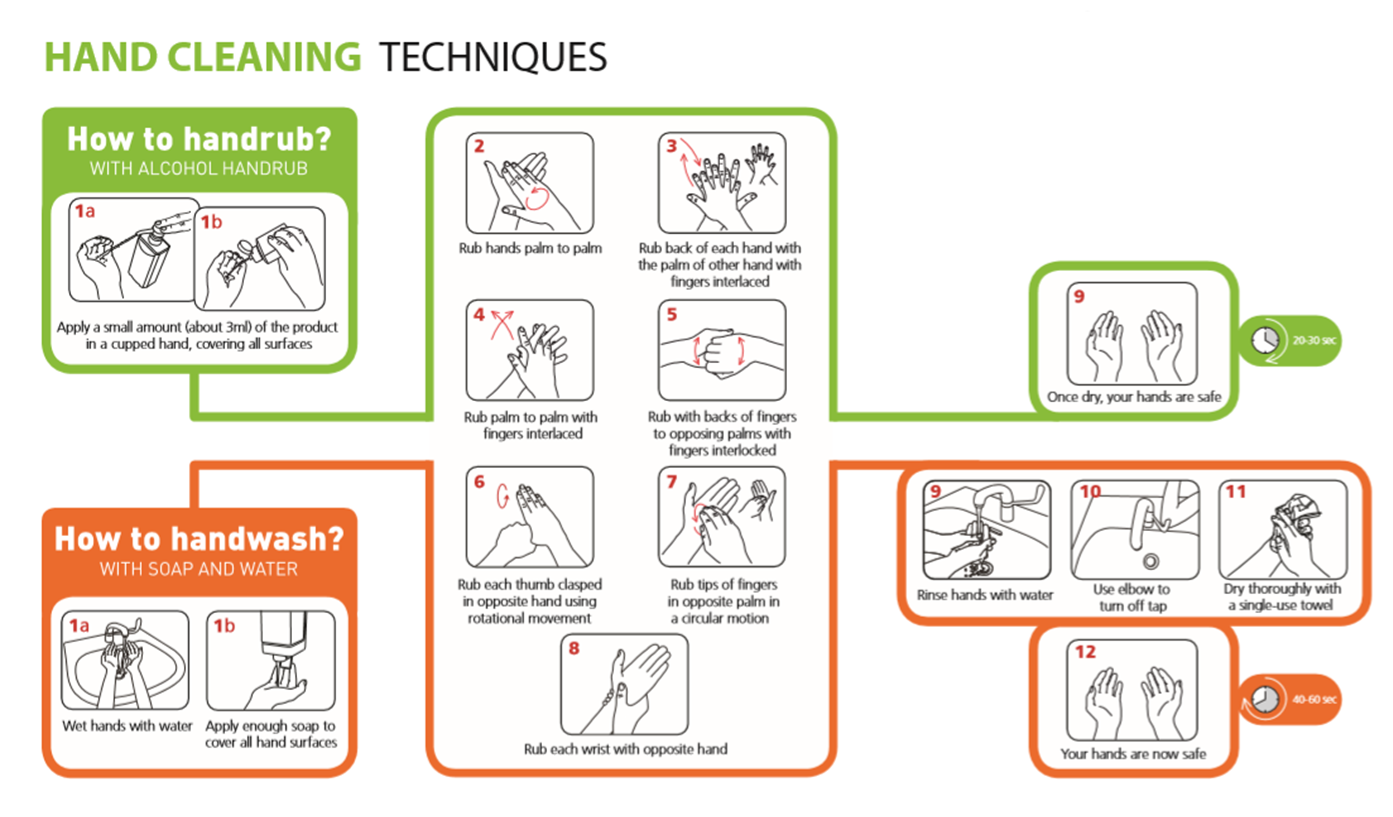
**Safe System of Work for Logistics Teams**

|  |  |  |  |
| --- | --- | --- | --- |
| Safety Risk | Hazard | Related Risk Assessments | Key Control Measures |
| Cuts | Sharp edges on equipment or packaging  Broken glass and crockery | RA-CS  ES04 | * Always wear rigger or traffi gloves when moving and handling goods and equipment * If any glassware or crockery shows signs of damage, remove it from service and alert your supervisor * When clearing broken glass and crockery, always use a dustpan and brush, never pick it up with your bare hands * Always dispose of the breakages in a designated broken glass and crockery bin or wrap securely in cardboard before placing in general waste. |
| Slips, Trips and Falls  *(Broken bones, bruises, buts)* | Wet floors  Cables across walkways  Objects stored in walkways | RA-CS  ES03 | * Always ensure spillages are cleared up immediately * Make use of wet floor signs and verbally warn others around if you spot a spillage * Ensure trailing cables are secured to prevent trip hazards * If you spot something blocking a route, remove it and relocate it to a safer position if you can, alternatively warn others and report to your supervisor |
| Manual Handling  *(Back injuries and muscle strains)* | Large items  Repetitive handling  Heavy crockery and equipment  Keg and CO2 movement | RA-CS  ES04  OP06 | * Ensure that you do not lift or handle anything you do not feel comfortable or capable of doing * Always wear rigger or traffi gloves when moving and handling goods and equipment * Always wear re-enforced toe safety footwear when working in logistics * Always use trolleys, cages or other aids where available * If using buggies or FLT’s then ensure you have signed off and been authorised in their use, contact your supervisor to facilitate this * Never stack kegs more than two high, and ensure a keg pallet or solid wooden board between the levels to maintain rigidity and balance * Always ensure a minimum of two persons lifts a keg and never lift above waist height * Always ask for assistance from a colleague when needed * Check the route you are taking before manual handling to ensure it is clear and free of hazards |
| Chemicals  *(Burns and Ingestion/ Inhalation)* | Concentrated chemicals | ES05 | * Always wear googles and gloves when handling/ decanting or dispensing concentrated (non-diluted) chemicals * Never spray chemicals in the direction of colleagues or guests * Ensure you read the label on the chemical to understand what it should be used for * Always ensure chemicals are fully sealed before returning to storage areas |

**Safe System of Work for Logistics Teams**

|  |  |  |  |
| --- | --- | --- | --- |
| Safety Risk | Hazard | Related Risk Assessments | Key Control Measures |
| Electrical Safety  *(Electric Shock and fire)* | Electrical equipment | ES07  RA-CS | * Always ensure electrical equipment is switched off when not needed * Always switch off equipment before cleaning it * Never touch electrical equipment or sockets with wet hands * Always conduct a visual check of equipment before use, check for;   • No obvious damage to the equipment and no loose or missing screws or other fixings  • No burn marks or staining on the wires or around the plugs and sockets  • No coloured wires are visible where the cable is fixed into the plug  • Cables are not damaged with cuts, abrasions or squashed/ trapped under or between heavy furniture or equipment or have tape covering damage and no bent pins of the plug  • Plug and socket have no signs of damage with cracked or broken casings  • All the wires are stored in such a way that they do not cause a trip hazard or can be pulled from the socket or equipment.   * Where equipment is damaged or defective it must be isolated and removed from use with an “Do not use” sign, until repaired by a competent person |
| LPG and Gas Safety  *(Fire and explosion)* | LPG cylinders | ES14  RA-CS | * When lighting gas equipment, you must use a long-handled match or taper, do not use a standard cigarette lighter * If the appliance fails to light first time, turn the gas off to the appliance and allow it to ventilate for at least 3 minutes before attempting to relight it * Ensure you know the location of the main gas isolation switch for your kitchen, if there is any suspected gas leak or other gas risk, then the gas should be isolated immediately and a gas engineer called. You should then ventilate the area and if needed evacuate the kitchen until a gas engineer can investigate * Under no circumstances should anyone smoke in the vicinity of the kitchen or LPG Cylinders, designated smoking areas are available * No combustibles or waste materials should be stored near to the LPG Cylinders * Under no circumstances should you attempt to interfere with the LPG Cylinder installation, only a GAS SAFE Engineer is allowed to touch or modify the Cylinder installation |

**Infection Control Guidance**

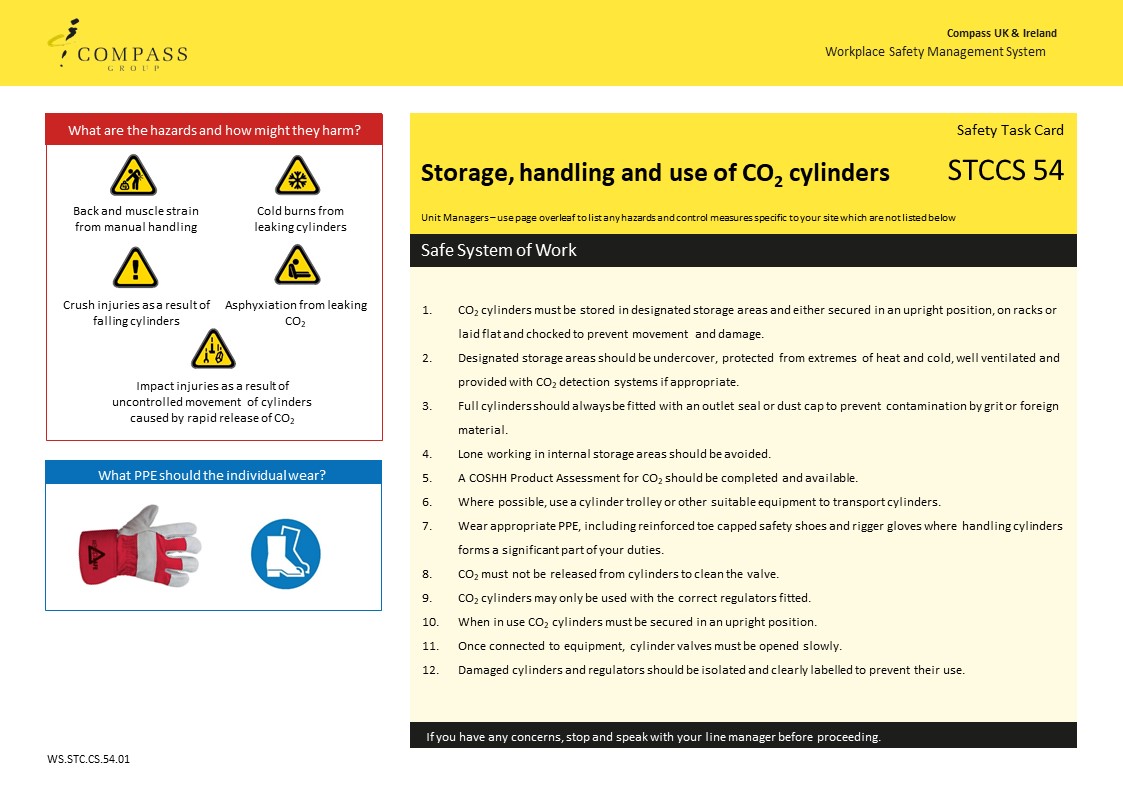


Personal infection control

* Good hand hygiene – Remember washing hands is more effective than using hand sanitiser – wash hands between tasks
* Cough & Sneezes
  + Cover mouth & nose with a disposable tissue
  + Promptly dispose of the tissue
  + Wash your hands
* Keep our workplace clean & tidy
* Sanitise work surfaces and hand contact surfaces regularly
* Regularly launder your work clothing / uniform and ensure it is clean each day

|  |  |
| --- | --- |
|  | THE RULES  OF SAFETY |
| **WHAT YOU MUST DO** | |
| Read the Rules of Safety to understand what is expected of you as a team member.  You are breaking the law and are in breach of company policy if you do not follow these rules.  Please ask your lead chef if you have any questions. | |
| **THE RULES OF SAFETY** | |
| * Look around your place of work and report anything you regard as dangerous to a member of Management. * In the case of an accident that results in injury, however minor, you must report it immediately to a member of management and complete the relevant information in the Incident Investigation Pack. Near misses and Hazard Observations should also be reported to a manager. * Know what you must do in the case of a fire or bomb alert. In the event of an evacuation act quickly and quietly, use the nearest available exit, do not use lifts, and wait at the assembly point until you are given further instructions. * Do not operate any machinery or use any equipment without authority or training. * Take care as you go about your everyday tasks: do not run, be careful on staircases and take particular care if handling hot liquids. * Wear clothing that is safe, sensible and wear sound shoes that provide good grip and protect the feet. * You must not misuse or interfere with anything provided in the interest of Health and Safety. * Dispose of waste in the designated refuse areas. * Keep your work area clean and tidy, never leave articles on the floor which could become a trip hazard, immediately wipe up spills and alert peoples’ attention to them verbally and with a ‘Wet floor’ sign. * Obey all safety signs and instructions on cleaning chemical labels at all times. When using chemicals wear gloves, goggles and a face mask if directed by the product label or task card. **NEVER TAKE RISKS**. * Never decant cleaning materials into unmarked bottles or containers. * **Always take care when pouring hot water from the hot taps/urns.** * Never attempt to lift anything which is too heavy – always get help. * Never attempt to repair anything electrical or any other equipment – always report any defects to a manager as soon as possible. * Always use equipment as directed - never take short cuts to save time – think about the risks involved first. * You are individually responsible for complying with this guidance and with regard to own personal safety. * Only smoke in designated areas and never smoke near gas cylinders or vehicles. | |
| ***REMEMBER – WE LOOK OUT FOR EACH OTHER*** | |





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Graphical user interface, application

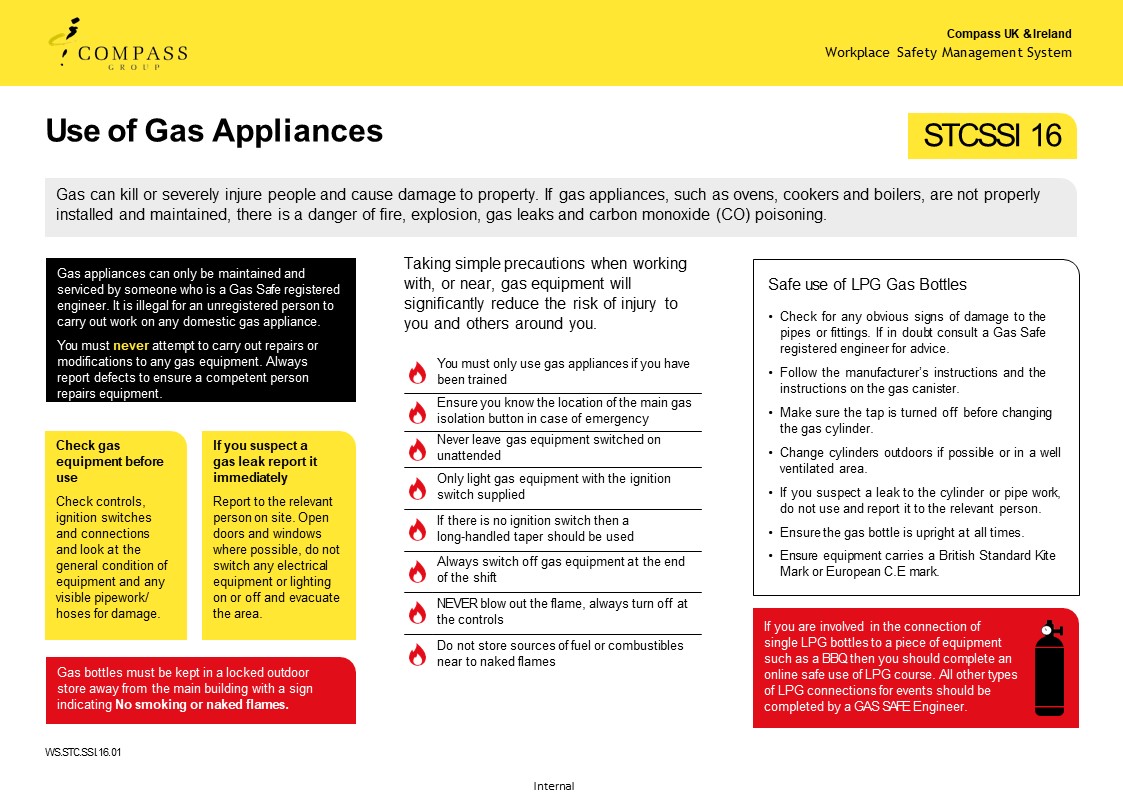
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Graphical user interface

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Graphical user interface, text, application

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| **ES04a(i)** | **Lifting and Carrying Risk Assessment** | | |
| **Unit Name** |  | **Unit Number** |  |
| **Risk Assessment Completed** | Date | Name | |

**Note** - Risk assessments must be reviewed every 3 years, whenever there is a significant change in the activity, and following any incident involving the activity. Risk assessments must be retained for a period of 6 years

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Task name: | | **Moving and handling CO2 cylinders** | | | |
| Task description/location: | | Loading CO2 cylinders transporting them around the site to chillers and bars. | | | |
| **Step 1** – Assess the task | | | | | |
| Do the tasks involve: | YES | | NO | Problems with the task | Possible remedial actions.  What can be done to help? |
| * holding loads away from torso? |  | | X |  | *No more than two cylinders to be carried at a time.*  *Use cages or trolleys to move cylinders between main cellar and location of use.* |
| * twisting? | X | |  |
| * stooping? | X | |  |
| * reaching upwards? |  | | X |
| * large vertical movement? |  | | X |
| * long carrying distances? | X | |  |
| * strenuous pushing or pulling? |  | | X |
| * unpredictable movement of loads? |  | | X |
| * repetitive handling? |  | | X |
| * insufficient rest or recovery? |  | | X |
| * a work rate imposed by a process? |  | | X |
| **Step 2** – Consider individual capability | | | | | |
| Does the job: | YES | | NO | Problems with the task | Possible remedial actions.  What can be done to help? |
| * require unusual capability? |  | | X |  | *Ensure manager is aware of pregnancy, disability and of any health problems that may affect ability to carry out task. Consider allocating to other persons in these circumstances.*  *Ensure all new staff are trained.* |
| * pose a risk to anyone with a health problem? | X | |  |
| * pose a risk to anyone with a disability? | X | |  |
| * pose a risk to those who are pregnant? | X | |  |
| * pose a risk to new/ young people? | X | |  |
| * require special information/training? |  | | X |

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| --- | --- | --- | --- | --- |
| **Step 3** – Assess the load | | | | |
| Are the loads: | YES | NO | Problems with the task | Possible remedial actions.  What can be done to help? |
| * heavy? | X |  |  | *Use a pallet truck if moving large volumes of cylinders and ensure load is secured before moving.* |
| * bulky or unwieldy? | X |  |
| * difficult to grasp? | X |  |
| * unstable or unpredictable? |  | X |
| * intrinsically harmful e.g. sharp/hot? |  | X |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Step 4** – Consider the working environment | | | | |
| Are there: | YES | NO | Problems with the task | Possible remedial actions.  What can be done to help? |
| * constraints on posture? |  | X |  | *Ensure those working externally have been provided with suitable clothing, fleece jackets, riggers gloves, boots.* |
| * uneven/poor quality floor surfaces? | X |  |
| * slopes or variations in level? | X |  |
| * hot/cold humid conditions?? | X |  |
| * strong winds or air movement? |  | X |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Step 5** – Consider other factors | | | | |
| Does the job: | YES | NO | Problems with the task | Possible remedial actions.  What can be done to help? |
| * require any PPE? | X |  |  | *All logistics persons to be wearing re-enforced toe safety footwear and rigger gloves.* |
| * Require any additional considerations not covered in the above? | X |  |  | *Task to be carried out when pedestrian traffic is minimal.* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Step 6** – Action plan | | | |
| Action to be taken | By whom? | By when? | Completed Y/N |
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| **ES04a(ii)** | **Lifting and Carrying Risk Assessment** | | |
| **Unit Name** |  | **Unit Number** |  |
| **Risk Assessment Completed** | Date | Name | |

**Note** - Risk assessments must be reviewed every 3 years, whenever there is a significant change in the activity, and following any incident involving the activity. Risk assessments must be retained for a period of 6 years

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Task name: | | **Moving crates of crockery and stock around site** | | | |
| Task description/location: | | Transporting goods from the barn and other locations around the site. | | | |
| **Step 1** – Assess the task | | | | | |
| Do the tasks involve: | YES | | NO | Problems with the task | Possible remedial actions.  What can be done to help? |
| * holding loads away from torso? |  | | X |  | *No more than two crates to be lifted at once.*  *Use cages or trolleys to move crates over long distances.*  *Get assistance to load heavy items onto cages and trolleys.* |
| * twisting? | X | |  |
| * stooping? | X | |  |
| * reaching upwards? |  | | X |
| * large vertical movement? |  | | X |
| * long carrying distances? | X | |  |
| * strenuous pushing or pulling? |  | | X |
| * unpredictable movement of loads? |  | | X |
| * repetitive handling? |  | | X |
| * insufficient rest or recovery? |  | | X |
| * a work rate imposed by a process? |  | | X |
| **Step 2** – Consider individual capability | | | | | |
| Does the job: | YES | | NO | Problems with the task | Possible remedial actions.  What can be done to help? |
| * require unusual capability? |  | | X |  | *Ensure manager is aware of pregnancy, disability and of any health problems that may affect ability to carry out task. Consider allocating to other persons in these circumstances.*  *Ensure all new staff are trained.* |
| * pose a risk to anyone with a health problem? | X | |  |
| * pose a risk to anyone with a disability? | X | |  |
| * pose a risk to those who are pregnant? | X | |  |
| * pose a risk to new/ young people? | X | |  |
| * require special information/training? |  | | X |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Step 3** – Assess the load | | | | |
| Are the loads: | YES | NO | Problems with the task | Possible remedial actions.  What can be done to help? |
| * heavy? | X |  |  | *Use pallet truck if moving large pallets crates ensure they are secured.* |
| * bulky or unwieldy? | X |  |
| * difficult to grasp? | X |  |
| * unstable or unpredictable? |  | X |
| * intrinsically harmful e.g. sharp/hot? |  | X |

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| --- | --- | --- | --- | --- |
| **Step 4** – Consider the working environment | | | | |
| Are there: | YES | NO | Problems with the task | Possible remedial actions.  What can be done to help? |
| * constraints on posture? |  | X |  | *Plan route to avoid slopes and uneven surfaces where possible.* |
| * uneven/poor quality floor surfaces? | X |  |
| * slopes or variations in level? | X |  |
| * hot/cold humid conditions?? | X |  |
| * strong winds or air movement? |  | X |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Step 5** – Consider other factors | | | | |
| Does the job: | YES | NO | Problems with the task | Possible remedial actions.  What can be done to help? |
| * require any PPE? | X |  |  | *All logistics persons to be wearing re-enforced toe safety footwear and rigger gloves.* |
| * Require any additional considerations not covered in the above? | X |  |  | *Task to be carried out when pedestrian traffic is minimal.* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Step 6** – Action plan | | | |
| Action to be taken | By whom? | By when? | Completed Y/N |
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| --- | --- | --- | --- |
| **ES04a(iii)** | **Lifting and Carrying Risk Assessment** | | |
| **Unit Name** |  | **Unit Number** |  |
| **Risk Assessment Completed** | Date | Name | |

**Note** - Risk assessments must be reviewed every 3 years, whenever there is a significant change in the activity, and following any incident involving the activity. Risk assessments must be retained for a period of 6 years

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Task name: | | **Handling and moving keg** | | | |
| Task description/location: | | Loading keg, transporting it around the site and delivering it to chillers and bars. | | | |
| **Step 1** – Assess the task | | | | | |
| Do the tasks involve: | YES | | NO | Problems with the task | Possible remedial actions.  What can be done to help? |
| * holding loads away from torso? |  | | X |  | *Two persons to lift full kegs.*  *Use kegs trolley to move kegs between main cellar and location of use.* |
| * twisting? | X | |  |
| * stooping? | X | |  |
| * reaching upwards? |  | | X |
| * large vertical movement? |  | | X |
| * long carrying distances? | X | |  |
| * strenuous pushing or pulling? |  | | X |
| * unpredictable movement of loads? |  | | X |
| * repetitive handling? |  | | X |
| * insufficient rest or recovery? |  | | X |
| * a work rate imposed by a process? |  | | X |
| **Step 2** – Consider individual capability | | | | | |
| Does the job: | YES | | NO | Problems with the task | Possible remedial actions.  What can be done to help? |
| * require unusual capability? |  | | X |  | *Ensure manager is aware of pregnancy, disability and of any health problems that may affect ability to carry out task. Consider allocating to other persons in these circumstances.*  *Ensure all new staff are trained.* |
| * pose a risk to anyone with a health problem? | X | |  |
| * pose a risk to anyone with a disability? | X | |  |
| * pose a risk to those who are pregnant? | X | |  |
| * pose a risk to new/ young people? | X | |  |
| * require special information/training? |  | | X |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Step 3** – Assess the load | | | | |
| Are the loads: | YES | NO | Problems with the task | Possible remedial actions.  What can be done to help? |
| * heavy? | X |  |  | *Use a pallet truck if moving large pallets of kegs.*  *Do not stack kegs more than two high and always use a keg pallet between keg stacks.* |
| * bulky or unwieldy? | X |  |
| * difficult to grasp? | X |  |
| * unstable or unpredictable? |  | X |
| * intrinsically harmful e.g. sharp/hot? |  | X |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Step 4** – Consider the working environment | | | | |
| Are there: | YES | NO | Problems with the task | Possible remedial actions.  What can be done to help? |
| * constraints on posture? |  | X |  | *Plan route to avoid slopes and uneven surfaces where possible.*  *Ensure those working externally have been provided with suitable clothing, fleece jackets, riggers gloves, boots.* |
| * uneven/poor quality floor surfaces? | X |  |
| * slopes or variations in level? | X |  |
| * hot/cold humid conditions?? | X |  |
| * strong winds or air movement? |  | X |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Step 5** – Consider other factors | | | | |
| Does the job: | YES | NO | Problems with the task | Possible remedial actions.  What can be done to help? |
| * require any PPE? | X |  |  | *All logistics persons to be wearing re-enforced toe safety footwear and rigger gloves.* |
| * Require any additional considerations not covered in the above? | X |  |  | *Task to be carried out when pedestrian traffic is minimal.* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Step 6** – Action plan | | | |
| Action to be taken | By whom? | By when? | Completed Y/N |
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| --- | --- | --- | --- |
| **ES04a(iv)** | **Lifting and Carrying Risk Assessment** | | |
| **Unit Name** |  | **Unit Number** |  |
| **Risk Assessment Completed** | Date | Name | |

**Note** - Risk assessments must be reviewed every 3 years, whenever there is a significant change in the activity, and following any incident involving the activity. Risk assessments must be retained for a period of 6 years

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Task name: | | **Receiving goods and deliveries** | | | |
| Task description/location: | | Transporting deliveries and goods to stores. | | | |
| **Step 1** – Assess the task | | | | | |
| Do the tasks involve: | YES | | NO | Problems with the task | Possible remedial actions.  What can be done to help? |
| * holding loads away from torso? |  | | X |  | *Use a pallet truck or trolley to transfer goods from delivery area to stores.*  *Only trained persons to use the pallet truck.*  *Get assistance to load heavy items onto trolleys.* |
| * twisting? | X | |  |
| * stooping? | X | |  |
| * reaching upwards? |  | | X |
| * large vertical movement? |  | | X |
| * long carrying distances? | X | |  |
| * strenuous pushing or pulling? |  | | X |
| * unpredictable movement of loads? |  | | X |
| * repetitive handling? |  | | X |
| * insufficient rest or recovery? |  | | X |
| * a work rate imposed by a process? |  | | X |
| **Step 2** – Consider individual capability | | | | | |
| Does the job: | YES | | NO | Problems with the task | Possible remedial actions.  What can be done to help? |
| * require unusual capability? |  | | X |  | *Ensure manager is aware of pregnancy, disability and of any health problems that may affect ability to carry out task. Consider allocating to other persons in these circumstances.*  *Ensure all new staff are trained.* |
| * pose a risk to anyone with a health problem? | X | |  |
| * pose a risk to anyone with a disability? | X | |  |
| * pose a risk to those who are pregnant? | X | |  |
| * pose a risk to new/ young people? | X | |  |
| * require special information/training? |  | | X |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Step 3** – Assess the load | | | | |
| Are the loads: | YES | NO | Problems with the task | Possible remedial actions.  What can be done to help? |
| * heavy? | X |  |  | *Either get assistance to lift heavy items onto and off trolleys or split load into smaller sizes/quantities before moving* |
| * bulky or unwieldy? | X |  |
| * difficult to grasp? | X |  |
| * unstable or unpredictable? |  | X |
| * intrinsically harmful e.g. sharp/hot? |  | X |

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| **Step 4** – Consider the working environment | | | | |
| Are there: | YES | NO | Problems with the task | Possible remedial actions.  What can be done to help? |
| * constraints on posture? |  | X |  | *Plan route to avoid slopes and uneven surfaces where possible.*  *Ensure those working externally have been provided with suitable clothing, fleece jackets, riggers gloves, boots.* |
| * uneven/poor quality floor surfaces? | X |  |
| * slopes or variations in level? | X |  |
| * hot/cold humid conditions?? | X |  |
| * strong winds or air movement? |  | X |

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| **Step 5** – Consider other factors | | | | |
| Does the job: | YES | NO | Problems with the task | Possible remedial actions.  What can be done to help? |
| * require any PPE? | X |  |  | *All logistics persons to be wearing re-enforced toe safety footwear and rigger gloves.* |
| * Require any additional considerations not covered in the above? | X |  |  | *Task to be carried out when pedestrian traffic is minimal.* |

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| **Step 6** – Action plan | | | |
| Action to be taken | By whom? | By when? | Completed Y/N |
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| EMPLOYEE RECORD OF SAFETY BRIEFING | | | |
| **Unit Name:** | | **Date of Briefing:** | |
| **Event Name:** | | **Briefing Conducted By:** | |
| By signing below, I confirm that I have been briefed on the above safety information covering Fire & Emergency, Infection Control and Safe Systems of Work for Logistics. I understand it is my responsibility to follow instructions, to work safely and only to do work that I have been trained to do or that I am being trained on or supervised whilst doing. I also understand that I can ask my manager or supervisor at any time if I am unsure of what to do.  I also confirm the following:   * that I have not been suffering from any sickness or diarrhoea in the last 48 hours * that I have not had any symptoms of COVID-19 in the last 5 days * that I am not currently experiencing any symptoms of COVID-19   COVID-19 symptoms include but are not limited to; a new and persistent cough, high temperature, loss of sense of taste or smell. | | | |
| **Name** | **Signature** | | **Date** |
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